

## Syllabus

### De Anza College

### Communication Studies

### Comm 10, Fundamentals of Oral Communication, Winter 2023

<b>Instructor:</b>	Kathleen Raiff
<b>Office location:</b>	L48
<b>Telephone:</b>	Contact me through Canvas's messaging system
<b>Email:</b>	<a href="mailto:Raiff.kathleen@fhda.edu">Raiff.kathleen@fhda.edu</a> (Canvas preferred-I'll get back to you quicker)
<b>Office hours:</b>	Mondays and Wednesdays 11:30-12:30 by appointment
<b>Class days/time:</b>	Mondays and Wednesdays 12:30-2:20
<b>Classroom:</b>	L48
<b>GE Category:</b>	Course meets the communication requirement, 5 units
<b>Pre-Requisites</b>	Eligibility for English 1A or ESL 5

## Catalog Description

Fundamentals of Oral Communication is an interactive and practical class that provides an introduction to the theory, basic principles, and methods of effective oral communication. In this class, we emphasize improving communication and listening skills in three contexts: **public speaking, small group communication, and interpersonal relationships**. Our class will consist of a combination of short lectures, interactive exercises, group projects, and presentations. Through in-class activities and real communication, we will all have the opportunity to teach and learn from each other. Use this course to broaden your perception of those around you, learn a few things about yourself, and pick up some practical communication skills along the way.

## Succeeding in This Five Unit Course

De Anza's Student Success Center is open and available for Zoom tutoring and workshops.

- **All SSC Zoom links and schedules are located in one convenient place.**  
Go to <https://www.deanza.edu/studentssuccess/> and follow the links in the Service Updates to add yourself to the non-course [SSC Resources Canvas](#) site, then click on Modules to find current schedules and links. This is updated frequently, so please, ALWAYS access SSC Zoom tutoring and workshops from within SSC Resources.
- **Support for remote learning:** If you'd like to speak with someone about trying different study strategies for online classes, finding new routines, creating a productive workspace, resisting the new opportunities for procrastination, or just brainstorming some strategies for good self-care during a stressful time, we encourage you to talk with a peer tutor or

SSC staff member, or attend a Skills workshop. We get it and are going through the same things, so let's support each other!

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 4 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

These are some suggestions to make this course FUN and STRESS FREE for all of us: ALWAYS keep a copy of your work and my feedback as backup. I will expect you to show me your backup copy as proof of completion before I can give you credit for any work lost. Please keep all graded assignments till the final grade is received, as a safeguard measure. **Assignments with more than five spelling mistakes or grammatical errors will need to be submitted again.**

When sending an email to the Instructor, write SPCH10 (class time) in all caps in the subject line, along with the subject. That way you won't be confused with Spam :) Schedule your time appropriately; I may take up to 2 working days to respond to queries and longer on weekends. If I don't reply after 2 days, please message me about it.

Don't procrastinate and start work early in the week. Sometimes the Internet may be down later in the week or you may have some other emergency at the eleventh hour. Plan ahead, especially for your major speeches which are lengthy and require exhaustive research. In fact, look ahead at the assignments, and work ahead if you have the time.

### **Course Website**

You will find copies of the course syllabus, readings, assignment sheets, and other resources in our **Canvas course site**. You are responsible for regularly (min. 3x/week) accessing the class website throughout the semester. I will post announcements and other important alerts about the class on the class website.

## **RESOURCES**

### **De Anza College DSPS Syllabus Statement**

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.

- If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from **Clockwork** early in the quarter to review how the accommodations will be applied in the course.

Students who need accommodated test proctoring must meet appointment booking deadlines at the Testing Center.

- **Exams** must be booked at least **five (5) business days in advance** of the instructor approved exam date/time.
- **Finals exams** must be scheduled **seven (7) business days/weekdays** in advance of the instructor approved exam date/time.
- Failure to meet appointment booking deadlines will result in the forfeit of testing accommodations and you will be required to take your exam in class.
- [Contact the DSS](#) if you cannot find or utilize your [MyPortal](#) Clockwork Portal.
- DSS strives to provide accommodations in a reasonable and timely manner, some accommodations may take additional time to arrange. We encourage you to work with DSS and your faculty as early in the quarter as possible so that we may ensure that your learning experience is accessible and successful.

DSS Location: RSS Building, Suite 141

Phone: 408-864-8753

On the web: <http://www.deanza.edu/DSS/>

Email: [DSS@deanza.edu](mailto:DSS@deanza.edu)

### Student Success Center

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops! Visit <http://www.deanza.edu/studentsuccess> for our hours and information. Or just stop by to chat or sign up.

- Academic Skills Center for workshops and Adjunct study skills courses in ATC 302
- General Subject tutoring in ATC 305
- Listening & Speaking and World Language support in ATC 313
- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309
- Student Success Center Resources are available online to all De Anza students on Canvas:  
<https://deanza.instructure.com/enroll/MAF7Y8>

## Student Learning Outcomes (SLO)

By the end of the course, students will be able to:

1. Display increasing confidence in ability to use a range of speaking, listening, and

collaboration skills. \_\_\_\_\_

2.Evaluate the effectiveness of interpersonal, group, and public communication through self-reflection and shared feedback.

3.Organize, compose, present, and critically evaluate informative and persuasive presentations appropriate in content and style to the audience and situation.

4.Identify, locate, evaluate and use information technologies and information sources.

## Required Texts and Readings

The Public Speaking Project  
<http://publicspeakingproject.org/psvirtualtext.html>

Fujishin, R.(2013). *Creating Effective Groups*. Lanham, Maryland: Rowman & Littlefield. ISBN978-1-4422-2249-6 (check to see if you can find it free, online.

Optional: McDermott, M. (2014). *Speak with Courage*. Boston, MA: Bedford/St.Martin's ISBN978-1-4576-3834-3. I've had very positive feedback from past students who have read this book. A used copy on Amazon is usually under \$10.00. If you're at all nervous giving speeches, do yourself a favor and purchase this book. The chapters are short, it's easy reading and will help put any communication apprehension into perspective!

### Additional Materials required for this class

One package of 3x5 inch index card for your speeches.

Access to the internet and a printer. Access to an active email address that is checked at least twice a week by 11PM on the night prior to class; and a current De Anza Library card.

One recording device for recording video and audio of your speeches, such as a cell phone, camera, laptop, or tablet. Alternately, you may make arrangements with another student in the class to record your speech.

## Classroom Protocol

Common courtesy and professional behavior dictate that you notify someone when you are recording her/him. You must obtain my permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not received any rights to reproduce or distribute the material. Course material developed by an instructor is the intellectual property of that instructor and cannot be shared publicly without her/his approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without my consent.

In this classroom, we will not tolerate hate speech (i.e., abusive language or gestures that could incite emotional distress or violent response), violence, harassment or discriminatory conduct. Students will adhere to the Student Code of Conduct as described in Title 5 of the California Code of Regulations.

### Attendance and participation

Because this class involves risk taking and sharing of personal information, it is in your best interest to attend and actively participate in each and every session. However, should an emergency arise, please do everything in your power to contact me prior to missing class so that we might try to make alternative arrangements. \*\*\*\*\*Please be aware that I will ONLY accept late work in cases of extreme personal emergency; furthermore, any late work I accept will be subject to a fifty percent grade penalty or additional, elaborative, assignments . Missed assignments/speeches due to illness, family emergencies and/or unusual circumstances will require documentation. In addition, these assignments must be negotiated with me in a timely manner and may receive a point deduction if you haven't taken advantage of my extension policy. If you are absent on the day an assignment is due, you must email me the assignment before class begins to receive credit.

For each unexcused absence and each time you arrive more than 10 minutes late, you may lose participation points. I often have warm up exercises that I give you points for. These are not on the schedule as it depends on how quickly we get through material and might be a last minute decision on my part. Consistently being late to class will impact the participation part of your grade as these points won't be able to be made up. Students who miss more than 3 classes (this includes being habitually tardy to class) will be dropped from the course.

*My extension policy: (This does not apply to speeches): If you are having trouble getting your work completed due to illness, depression, family matters etc and need an extension, you must contact me via Canvas messaging with this request 24 hours before the due date. I will say yes, but there will be a limit of 3 extensions per term. This shows me that you know what's coming up and have thought about your ability to accomplish your weekly goals. However, if you contact me after the due date and wish to submit something late, realize late assignments are subject to a 50% deduction in points. Some weeks will have a heavier workload than others and I am more than willing to help you out when you need flexibility but you must reach out to me*

*and communicate your needs ahead of the due date. All approved late work must be submitted no later than one week from the due date, otherwise it will be subject to the 50% late penalty deduction. Please be responsible for knowing the extension's due date as the assignment will no longer show up under "coming up" in Canvas's to do list and I won't be able to remind you. I will place a zero as a placeholder and replace it with points once the assignment has been submitted and I've had a chance to grade.*

If you miss class, do the following:

- 1) Notify me via Canvas messaging
- 2) Check the day's topic. Go to Modules and review the powerpoint for that topic.
- 3) Check and complete any "upcoming assignments" from Canvas's dashboard
- 4) Complete any assigned reading
- 5) Contact peer to get notes from that day's lecture
- 6) Notify me with any specific questions. Please do not ask me if you missed anything important or what you missed.

## Participation and Attendance

- Participation is more than just attendance. It means coming prepared with the readings and assignments, active listening, discussion, group conversation and contribution to in class activities. Since we only have a limited number of in class meetings each day that you miss affects your contribution as a class member.

## Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop and grade forgiveness. Refer to the current quarter's catalog policies. Add/drop deadlines can be found on the current academic year calendar document. Students should be aware of the current deadlines and penalties for dropping classes. I am not responsible for dropping you. **If you choose not come to class, you must drop yourself before the deadline. This responsibility is yours, not mine and you will earn an F if you haven't done the necessary work to drop it.**

## Assignments and Grading Policy

**Note about deadlines:** I'm trying to prepare you for a 4 year college, whether or not that is your goal. Jobs, schools-they all have deadlines which you shouldn't take lightly. When something is due, it's not a light suggestion and can't be made up when more convenient for you. You'll need to figure out priorities and if this class isn't one of them, please don't ask me to accommodate you and your grade by asking for extra credit at the end of the term. The end of the term is when I too am in burn out mode. I'm trying to get all the grading done and turn in final grades while prepping for the upcoming term. Submitting the night before our final, a quarter's worth of assignments, will not get you a passing grade. Please save yourself the hope and heartache and don't bother. I do not appreciate nor read the flood of emails from students who just then are checking their grade and realizing it isn't up to par and asking for extra work to make up for that. You should be regularly checking your grade and seeing what you need to do to earn the grade you desire.

**Note about assignments:** You should strive for five qualities in your speeches and writing: (1) your writing should be *compelling* (i.e., it should articulate a claim, make a point, be purposeful), (2) your writing should be *complete* (i.e., it should address all aspects of the assignment, it should be sufficiently developed), (3) your writing should be *coherent* (i.e., your argument should logically progress from one paragraph to the next), (4) your writing should be *concise* (i.e., it should be richly developed, but not meandering or repetitive), and (5) your writing should be *correct* (i.e., it should be free of grammatical, typographical and source citation errors, as well as fallacious reasoning).

### **Formatting Instructions**

Unless instructed otherwise, all written work should be typed, double-spaced, with one-inch margins all around, in standard 12-point Times New Roman font, and *stapled if a hard copy is required*. Citations should be formatted in accordance with APA guidelines.

### **Academic Integrity**

Plagiarism will not be tolerated. If you use someone else's ideas without giving them credit, if you use someone else's words without putting quotation marks around them and giving them credit, or if you introduce information you learned from a specific source without giving it credit, that is plagiarism. If you didn't make it up with your own mind, you will need to provide an in-text citation. If you plagiarize you will receive a zero for that assignment with no opportunity to redo. De Anza is sanctioned to suspend, possibly expel any student caught plagiarizing or cheating.

### **Assignments and Grade Monitoring Form**

SPEECHES, OUTLINES AND RESPONSE PAPERS:

- Personal Project Speech (Public speaking) (85 points) 4-5 minutes
- Group Speech (Cultural contrast in Interpersonal Behaviors) (Small Group) (100pts + 25 pts for outline)
- Life Advice Speech (Interpersonal) (30 pts)

## **Total points 255**

**PRACTICE SPEECHES:** These are low stake speeches presented informally either individually or in a group setting with little prep. They are designed to both reduce your communication apprehension and help you practice before the major speeches. These include:

- Campus Presentation (cr/nc)
- The Story of My Name (10 pts)
- One Truth One Lie (5 pts)
- Whose Story is It Anyways? (5pts)

## **Total points 30**

### **OTHER ASSIGNMENTS**

Online points (Quizzes and assignments)

## **Total points 90**

## **Total points for the class 450**

### **Grading Scale**

100%- A+

99%-93%-A

92%-90%-A-

89%-88%-B+

87%-83%-B

82%-80%-B-

79%-78%-C+

77%-70%-C

69%-68%-D+

67%-63%-D

62%-60% D-

59% or below-F

D+ 67-69

D 64-66

D-60-63

## **Online Unit**

Online assignments will be turned in/presented on the due date indicated in the syllabus and Canvas. I do not accept late assignments unless there are extreme circumstances because most of the assignments you can complete over a period of 6 days. Makeups are decided on a case by case basis and only partial credit is given for the late work. It is also your responsibility to keep

track of your absences and scores. Online participation includes but is not limited to timely and meaningful participation in all online discussions; timely submission of all assignments; responsible and active participation in group activities; courteous and responsive communication with all members of the class.

Use Canvas's calendar or "upcoming assignments" from the home page in conjunction with the syllabus.

Comm 10 Fundamentals of Communication  
Winter 2023  
Course Schedule

- Important dates:  
last day to add 1/21  
last day to drop 1/22  
MLK Day 1/16 campus closed
- Presidents Day 2/20 campus closed
- 3/22 Last Day of Class
- 3/29 Final 11:30-1:30
  
- **Subject to change with fair notice, verbally and as a Canvas announcement.**

This should line up with the week by week schedule under Canvas. Be sure that your assignment page in canvas is sorted by type, not date.

Week	Date	Check Canvas for upcoming readings and assignments
1	1/9	Overview of course Due: Student Information Sheet and Profile Pic upload
1	1/11	Read for next week In class activity-Spex 1 Campus Tour
2	1/16	Due: Information Literacy Quiz #1 Due: PRCA Pre-Survey MLK Day Campus Closed
2	1/18	Defining Interpersonal Identity (Anchor and Sail Warm Up) Work on Story of My Name
3	1/23	Identity Due: Story of My Name (beg. of class)
3	1/25	Identity Due: Information Literacy Quiz #2 Due: Communication Competence Homework
4	1/30	Perception/Emotions Due: Information Literacy Quiz #3
4	2/1	Warm Up: 2 Truths and a Lie Emotions Due: Personal Project Speech Proposal 12:30 Cecilia?
5	2/6	Emotions Due: Information Literacy Quizzes # 4,5, & 6
5	2/8	Delivery

<b>Week</b>	<b>Date</b>	<b>Check Canvas for upcoming readings and assignments</b>
6	2/13	Personal Project Speech
6	2/15	Personal Project Speech
7	2/20	Presidents Day Campus Closed
7	2/22	Team Building and group assignments Due: Personal Project Speech self and peer critiques due
8	2/27	Group work prep for speech
8	3/1	Group work prep for speech
9	3/6	Memorial Day, campus closed
9	3/8	Group Speeches
10	3/13	Groups Speeches
10	3/15	Life Advice explanation and Power Point Game Due: Group Self Critique and Group Peer Evaluation Scores
11	3/20	Life Advice Presentations Due: Post PRCA Survey
11	3/22	Last Class Life Advice Presentations Due: Critique of 2 other group speeches
Final	3/29 Wed 11:30-1:30	Due: Life Advice self and peer critiques Potluck?